

EDITED KSA LISTING

CLASS: HEALTH PROGRAM SPECIALIST I

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Extensive knowledge of health care programs (public health, mental health, dental, etc.), administration and trends in order to develop and implement policies and procedures; ensure inmate (patient) access to care, quality of care, and continuity of care; monitor and evaluate programs; and effectively lead special projects.
K2.	Extensive knowledge of the legislation process and various regulations relating to the health care program in order to develop and implement policies and procedures; ensure inmate (patient) access to care, quality of care, and continuity of care; monitor and evaluate programs; and effectively lead special projects.
K3.	General knowledge of principles and methods of public administration to develop a cooperative working relationship (i.e., gather data, resolve problems, disseminate information, etc.) with various levels of staff and other agencies (public and private).
K4.	General knowledge of personnel and fiscal management to assist division and institutional management in obtaining adequate staffing and resources.
K5.	Extensive knowledge in preparing a variety of reports to disseminate information to staff, management, and other interested parties.
K6.	Extensive knowledge of research and survey methods to provide and obtain information from staff, management and other interested parties.
K7.	Basic knowledge of methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation to develop and implement policies and procedures; ensure inmate (patient) access to care, quality of care, and continuity of care; and monitor and evaluate programs.
K8.	General knowledge of appropriate training techniques to assure successful staff training.

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	Skill to:
S1.	Skill to develop health care projects to assist management and institution staff in providing the inmate (patient) appropriate access to care, quality of care, and continuity of care.
S2.	Skill to apply regulations, policies, and procedures in order to implement, monitor, and comply with departmental health care programs.
S3.	Skill to analyze data, administration problems, issues, etc. to develop, implement, monitor, and evaluate health care programs, policies and procedures, and special projects; and provide effective recommendations in order for management to review and take action (i.e., legislation, regulations, project activities, staffing and budgetary processes, etc.).
S4.	Skill to gather data to develop, implement, monitor, and evaluate health care programs, policies and procedures, and special projects.
S5.	Skill to organize data to develop, implement, monitor, and evaluate health care programs, policies and procedures, and special projects.
S6.	Skill to effectively communicate (verbal or written) in order to disseminate information to staff, management, outside agencies, etc.
S7.	Skill to act as program liaison with staff and management in other programs at the federal, state, and local levels to provide information and clarification of health care programs and policies.
S8.	Skill to plan field projects to assist institution staff in complying with health care policies and procedures.
S9.	Skill to conduct field projects to assist institution staff in complying with health care policies and procedures.
S10.	Skill to monitor field projects to assist institution staff in complying with health care policies and procedures.
S11.	Skill to evaluate field projects to assist institution staff in complying with health care policies and procedures.

Bold text-indicates not on Classification Spec.

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